



Virginia Department of Fire Programs

INSTRUCTOR II 7th EDITION

COURSE ADMINISTRATIVE GUIDELINES

I. Terminology:

- A. Instructor II Candidate** - *A registered student in the Virginia Department of Fire Programs' Instructor II certification program who meets all pre-course requirements and is currently in the process of completing the following: the successful completion of 28 hours of classroom instruction and student presentations; the successful completion of the final written test and final project presentation.*
- B. Instructor II Trainer** - *A qualified instructor meeting the Virginia Department of Fire Programs training program delivery requirements for Instructor II, NFPA 1041 "Standards for Fire Service Instructor Professional Qualifications", and the National Board on Fire Service Professional Qualifications / International Fire Service Accreditation Congress.*
- C. Instructor II Evaluator** - *A qualified Instructor II Trainer (Instructor II, III, or IV) responsible for the quality assurance component (evaluation) of instructional cadre delivering the Instructor II program.*
- D. Program Manager** - *The Virginia Department of Fire Programs' representative assigned to develop, implement, and manage the Instructor II certification program.*
- E. Instructor II Certification Course** - *A Virginia Department of Fire Programs' certification training program designed to meet the NFPA 1041 "Standards for Fire Service Instructor Professional Qualifications", Level II, and accredited through the National Board on Fire Service Professional Qualifications (NBFSPQ) and/or the International Fire Service Accreditation Congress (IFSAC).*

II. Instructor II Trainer Qualifications and Requirements:

A. Pre-Course Qualifications:

1. 3 years experience as a certified Instructor II, III, or IV, or validated and approved by the appropriate Division Chief.
2. Documented experience as an accomplished Instructor I "Instructor II Trainer", supported by a letter of reference from the candidate's VDFP Division Chief.
3. Prior (documented) monitoring or completion of a current 28 hour Instructor II certification training program.

B. Course Completion Requirements (Recognition as an Instructor II "Instructor II Trainer"):

1. Successful completion of the Instructor II "Train-the-Trainer" Pre-test with a minimum passing score of 70%

2. Successful completion of the Instructor II “Instructor II Trainer” training program with an additional 16 hours of required Field Instruction which includes:

- a. Serving as an assistant or lead instructor during the delivery of an Instructor II certification training program.*
- b. Receive a satisfactory evaluation prepared by the “Instructor II Certification Course” Program Manager or a member of the Instructor Review Committee.*
- c. Any Instructor II Trainer shall meet the “Course Completion” requirements of this section to be approved to conduct the Instructor II Certification Course (NFPA 1041), following approval of the Virginia Fire Services Board.*

C. Maintaining Instructor II Trainer Status

1. Instructor II Trainers shall conduct, assist, and/or monitor 16-hours of an approved Instructor II Certification training program within a 24 month period.
 - a. Instructor II Trainers failing to meet the above criteria shall be required to obtain a letter of recommendation from their Division Chief and meet the requirements identified in Section 2, Subsection “B”.*

D. Quality Assurance

1. The Division Chief assigned to Program Management of the Instructor Certification programs will be responsible for ensuring the quality of Instructional Cadre within the Virginia Department of Fire Programs delivery system.
2. The Program Manager has the authority to assign qualified Instructor Evaluator(s) to evaluate/assess individual instructors prior to, during, or after instructional delivery.
 - a. When circumstances indicate a need for an evaluation of an individual instructor or instructional cadre (I.E. poor student evaluations, student/department complaints on instructional delivery, and/or written and performance test indicators.)*
 - b. When an evaluation and/or assessment is required by program administrative guidelines or VDFP Policy/Procedure, selected Instructor Evaluator(s) will be assigned to complete the task and report back to the Program Manager/Review Committee.*
 - *Respective Division Chiefs will be notified of evaluations/assessments*
 - *Instructors/Instructional Cadre may/may not be informed by the Division Chief of a scheduled evaluation.*
 - *Instructor Evaluators will be trained by a representative of the Instructor Review Committee and approved by the Instructor Certification Program’s Manager.*

III. Instructor II Candidate Pre-Course Qualifications and Requirements:

A. Pre-Course Qualifications and Requirements for Instructor II Candidates

1. Current Instructor I certification which meets/exceeds one or more of the following accreditations:

Virginia Department of Fire Programs (VDFP)
National Board on Fire Service Professional Qualification (NBFSPQ)
International Fire Service Accreditation Congress (IFSAC)

- AND -

Virginia Department of Fire Programs' recognition/certificate for Hazardous Materials Operations training certificate which meets or exceeds one or more of the following:

- a. *Virginia Department of Fire Programs training in Hazardous Materials Operations*
- b. *Virginia Department of Emergency Management as a Hazardous Materials Technician -OR- Specialist*

B. Course Completion Requirements for Instructor II Candidates

1. Instructor II Candidates are required to attend 100% of classroom sessions to meet all of the standards set forth in the National Fire Protection Association's 1041-07, "Standards for Fire Service Instructor Professional Qualifications", Level II.
 - a. *Missed sessions or portions thereof, must be made up as the entire session. All sessions within the Instructor II certification course must be taken in sequence.*
 - b. *Instructor II candidates failing to complete an Instructor II certification course and the related candidate project may elect to register in another Instructor II certification course starting at the point of previous incompleteness. The Instructor II Candidate is required to contact the Instructor II Trainer prior to the start of the new course to discuss placement in a group project or be required to complete an individual project. If the Instructor II Trainer is unable to assign the Instructor II Candidate to a group, the candidate will be required to complete an individual project (topic assigned by the Instructor II Trainer).*
2. Instructor II Candidates are required to satisfactorily complete assigned presentations and assignments as identified in the course curriculum, and by the Instructor II Trainer.
 - a. *Instructor II Candidates shall present a legible copy (typed/computer generated) of all lesson plans to the Instructor II Trainer prior to their assigned presentations.*
 - b. *All lesson plans shall conform to the lesson plan development guide provided by the Instructor II Trainer*

IV. Course Curriculum and Delivery

A. Course Curriculum

1. Classroom instruction and Instructor Candidate presentations 28 Hours
2. The final written state certification test and final project presentation are NOT included in the 28 hours of

B. Course Delivery

- 1) Classroom instruction requires two (2) qualified instructors to deliver an 8-hour consecutive segment of the training program. Training sessions of 4-hours or less require one (1) instructor. Class size is not to exceed 24 students at any time.
 - a) *The two instructor requirement for an 8-hour session ensures instructor vitality and enthusiasm in the 8-hour training session by dividing the instructional “workload” between the two instructors and promoting effective training and model behavior to instructor candidates. (As identified in Chapter 10, pages 225-227, of the IFSTA “Fire and Emergency Services Instructor” textbook, 7th edition.)*
- 2) Student Load/Registration
 - a) Maximum number of students for the Virginia Department of Fire Programs’ Instructor II Certification Course is not to exceed 24 Instructor Candidates.
 - b) The Instructor II training program requires a minimum of 6 students to ensure designed interaction between students and instructors is obtained, facilitation of lesson assignments, and final project design and presentation.
1. Final Project Presentation (Instructor Group Presentations)
 - a. *The Instructor II training program requires the Instructor Trainer to assign projects. Group Projects are required for class sizes of 10 students or more. Group size will not be less than 3 or more than 6 candidates. (Class size is not to exceed 24 students.)*
 - b. *To conform to mandated ‘quality assurance’ guidelines approved by the Virginia Fire Services Board, the Instructor II certification program requires a ‘Test Site Supervisor’ to Administer the State’s written certification test, additionally, the completed candidate projects are to be forwarded to a designated Instructor Trainer pre-approved to evaluate and grade completed projects. The following guidelines are to be used by Division Chiefs to administer this requirement:*
 - ✓ *The designated instructor (identified and approved by the Instructor Review Committee) will be paid according to the number of projects submitted*
 - ✓ *Grading of projects are based on a maximum of 45 minutes to properly grade a single project (as set by the Instructor Review Committee)*
 - ✓ *Use the following chart to apply appropriate funding:*
 - *24-students = 6 groups (four students per group) X 45-minutes = 4.5 hours*
 - *16-students = 4 groups (four students per group) X 45-minutes = 3 hours*
 - *12-students = 3 groups (four students per group) X 45-minutes = 2.25 hours.*
 - *6-students = 2 groups (3 students per group) X 45-minutes = 1.5 hours*
 - *6 students = 1 group (6 students per group) X 45-minutes = .75 hours*

- c. *Instructor II Final Project submission is due tenn (10) days following the last day of class to the Instructor II Trainer. Projects not meeting the minimal requirements outlined on the “Grade Sheet” will be considered unsatisfactory and returned to the team captain for resubmission. The returned Project must be resubmitted to the Instructor II Trainer within thirty (30) days following written notification of failure.*

V. Course Completion Requirements

A. Instructor II Trainer Course Completion Requirements

1. Instructor II Trainers are to submit the following documentation to the governing VDFP Division Office within 10 working days from last day of training. (as stated in the VDFP Instructor’s Manual):

Course Request/Completion - Form	<i>completed form to include section “B” (submitted and VDFP approved) with the schedule identifying the dates, time, location, subject and instructor. (This form is available from the Program Manager upon request.)</i>
Daily Attendance Sheet -	<i>for each day of attendance, with columns for the students printed name, student’s signature, student’s FDID, and Instructor II Trainer’s Initials. (This form is available from the Program Manager upon request.)</i>
Standard Roll Call Form -	<i>maintained and completed by the Instructor II Trainer. This form must identify each day of scheduled training and is completed by use of the Daily Attendance Sheet. Students failing to appear on the Daily Attendance Sheet WILL NOT RECEIVE CREDIT on the Standard Roll Call Form for that day’s attendance.</i>
Blue/Green Data Forms -	<i>appropriately completed Registration (green) and Personal Data (green, reverse side of Registration form), and Written Test/Course Completion (blue) “bubble” forms. All submitted forms must be reviewed by Instructor II Trainer for accuracy and completeness. Errors on forms will be returned to the Instructor II Trainer for correction. (Forms available from local Division Office)</i>
Instructor Candidate Evaluations -	<i>Instructor Candidate will complete a course/instructor evaluation form as supplied by VDFP.</i>
Instructor II Trainer Evaluation	<i>Instructor II Trainers will complete a course evaluation form as supplied by VDFP. All course evaluation forms are to be forwarded to the appropriate Review Committee via the Division Office.</i>

B. Instructor II Candidate Course Completion Requirements

1. 100% attendance of 28 hours of classroom sessions as stipulated by the Virginia Department of Fire Programs and National Fire Protection Association's 1041-07 "Standards for Fire Service Instructor Professional Qualifications", Level II.
2. Successful completion of the final written test and final project presentation.
3. When all conditions of certification have been met by the Instructor II Candidate, the VDFP will issue a certificate of certification, enter the new Instructor's certification in the VDFP Fire Service Training Record System (FSTRS), and forward the certification information to the National Board on Fire Service Professional Qualifications (NBFSPQ, "Pro Board").

VI. Material Requirements

A. Instructor II Trainer Materials

1. VDFP Approved Course Administration and Instruction Guide
2. IFSTA "Fire and Emergency Services Instructor" Curriculum CD-ROM (Seventh Edition)
3. IFSTA "Fire and Emergency Services Instructor" Textbook, (Seventh Edition)
4. IFSTA "Fire and Emergency Services Instructor" Study Guide, (Seventh Edition)
5. Appropriate course paperwork as supplied by the Virginia Department of Fire Programs Division Office.

B. Instructor Candidate Materials (minimum of 2 weeks prior to the start of the program)

1. IFSTA "Fire and Emergency Services Instructor" Textbook, (Seventh Edition)
2. IFSTA "Fire and Emergency Services Instructor" Study Guide, (Seventh Edition)
3. VDFP Instructor II 7th Edition Candidate Package

VIII. Course Curriculum and Presentation

A. Course Overview

1. The Virginia Department of Fire Programs' Instructor II training program consists of 28 hours of classroom instruction and Instructor Candidate presentations.

To ensure instructor candidates meet the Virginia Department of Fire Programs, National Fire Protection Association's 1041-07, "Standards for Fire Service Instructor Professional Qualifications", and the National Board on Fire Service Professional Qualifications, candidates must successfully complete a written test following the last day of classroom training. Candidates must receive a minimum score of **70%**.

B. Course Curriculum

SESSION 1

ORIENTATION

Pre-Course Registration (**non-curricular**) 0.5 Hour

Candidate Registration

Daily Attendance Sheet

Registration, Personal Data, Written Test/Course Completion "bubble" forms

Candidate informed of course materials (registration letter forwarded 2-weeks prior to the start date of the program.

Schedule

Reading Assignment

IFSTA "Fire and Emergency Services Instructor" Textbook (Seventh Edition)

- AND -

IFSTA "Fire and Emergency Services Instructor" Study Guide (Seventh Edition)

Must be purchased prior to start of training program

Candidate Project Overview

1.0 Hour

Program Plan Overview

1.0 Hour

Group Activity – Program Plan

1.5 Hours

SESSION 2

Lesson Plan Development (Objectives 1 – 8) Chapter 14 2.0 Hours

Group Activity – Assignment #14-1 (Lesson Plan Development) 1.0 Hour

Group Presentation – Assignment #14-1 (Lesson Plan Development) 1.0 Hour

SESSION 3

Lesson Plan Development (Objectives 9 - 13) Chapter 14 1.0 Hour

Assignment #14-2 (Lesson Plan Modification) 1.0 Hour

Instructor and Course Evaluations Chapter 15 2.0 Hours

SESSION 4

Group Activity – Assignment #15-1 (Evaluations) Chapter 15 1.0 Hour

Student Testing Instruments (Objectives 1 – 31) Chapter 16 3.0 Hours

SESSION 5

Group Activity – Assignment #16-1 (Develop Test) Chapter 16 1.5 Hours

Student Testing Instruments (Objectives 32 – 36) Chapter 16 1.0 Hour

Group Activity – Assignment #16-2 (Test Analysis) Chapter 16 1.0 Hour

Group Presentation – Assignment #16-2 (Test Analysis)	Chapter 16	0.5 Hour
<u>SESSION 6</u>		
Course and Evolution Management	Chapter 17	2.0 Hours
Group Activity – Skill Sheet #17-1 (Practical Skill Sheet)	Chapter 17	1.0 Hour
Skill Sheet (Supervise Delivery of Practical Training Evolutions) (Correlates with Instructor II Candidate Project Item #5)		
Final Project Review		1.0 Hour
<u>SESSION 7</u>		
Administrative Duties	Chapter 18	1.0 Hour
Supervision and Management	Chapter 19	2.0 Hours
Final Project Review		1.0 Hour
		<hr/>
		28 Hours

Additional NON-CURRICULAR requirements:

FINAL PROJECT PRESENTATIONS (Non-Curricular) **3 Hours**
20-25 minute presentation

INSTRUCTOR II CERTIFICATION TEST (Non-Curricular)
60 minute Time Limit **1 Hour**

- The Virginia Department of Fire Programs Instructor II training program must be conducted in one of the following scheduled formats: **Under no conditions will the Virginia Department of Fire Programs approve an Instructor II certification course conducted in four (4) consecutive days.**

Model One:

One session per night with a minimum of two days between each session. There must be a minimum of five days between Session 7 and final presentation date. (Final Written Test and Project Presentation are considered individual sessions and non-curricular.)

Model Two:

Orientation/Pre-Course Assignment

Session 1, 2, 3, and 4 on Saturday and Sunday (two 8-hour days consecutive, to include Registration)

Session 5 and 6 on the following Saturday or Sunday (8-hours)

Session 7 is a following weeknight or weekend (4 hour day)

(A minimum period of 10 working days is required between the last day of Session 7 and the State certification test and final project presentation.)

Final Written Test (final test shall be administered a minimum of 10 working days following last day of scheduled course) may be conducted on either a weekend and/or weeknight.

The Virginia Department of Fire Programs must approve all schedules 30-days prior to delivery. The Instructor II certification course has been designed to allow candidates the best opportunity to learn and demonstrate skills. The model schedules have been reviewed and approved by the Instructor Review Committee as the best method to allow candidates preparation time for class assignments and to absorb the large amount of information within the training program.

Instructor II Trainers and/or Organizations requesting to deviate from the Instructor II schedule models must submit their proposed schedules to the Instructor Review Committee Program Manager through their Division Chief for approval. The Instructor Review Committee's Program Manager will forward the schedule (via e-mail) to Committee members for review, consideration, and approval (approval by simple majority.) An answer will be returned to the requestor through the appropriate Division Chief within five (5) business days following the receipt of the request by the Instructor Review Committee's Program Manager.

X. Candidate Written and Project Presentations

A. Final Written Test

1. Candidates failing to receive a minimum score of **70%** on the written test will be allowed to retest one time. Retests will not be permitted earlier than 10 calendar days from the original test date, and no later than 90 calendar days following the original test date. (*Must retest 10-90 days following original test*). Failure of candidates to re-test within the specified time, or successfully complete the re-test will be required to retake the entire Instructor I Certification Course again.

B. Instructor II Candidate Project and Presentation

1. Instructor II Trainers and Candidates will use the “Instructor II Candidate Project Sheet” as a basis for completion and presentation of the final project. Instructor II Candidates will be required to submit a copy of their Final Project to the appropriate Instructor II Trainer prior to their presentation. The project submission will be evaluated by the Instructor II Trainer and final results will be based on a 20 point value for each section of the project, for a total of 100 points. Instructor II Candidates must achieve 70 points out of the available 100 points.
2. Instructor II Trainers will evaluate all project submissions and record results on the appropriate VDFP form for submission with the course completion paperwork. Candidates failing to achieve the minimum requirements for their project or successfully complete the related presentation will have an opportunity to attempt the submission and/or presentation a second time. Failure for any reason to successfully complete the second presentation and/or submit an acceptable project will result in the candidate’s failure and prevent the Instructor II Candidate from receiving certification.
3. Candidate’s failing to successfully complete the Final Written Certification Test and/or course assignments a second time will be required to retake the entire 28-hour Instructor II certification course. (No exceptions!)

Instructor II Trainers are encouraged to make complete documentation regarding the reason(s) for a candidate’s unsuccessful performance/submissions. This documentation will be forwarded to the appropriate Division Office with the course completion paperwork.

XI. Course Completion Requirements

A. Documentation / Course Completion

1. The following forms and documents are required within 10 workings days following the final day of the Instructor II training Program by the Lead Instructor II Trainer:

Training Request/Completion Form (Section “B” completed)

Daily Attendance Sheet for each day of training Program

Course Roster/Attendance Record (Maintained and completed by the lead instructor)

Registration, Personal Data forms

Instructor Candidate’s Final Project Grading Form

Course/Instructor Critique Form (From each Instructor Candidate participating in the training program)

Course Critique Form (From each Instructor II Trainer responsible for conducting a training program)

Any/All AV and Training Materials loaned to instructor(s)

2. Any questions regarding Instructor II Trainer qualifications, Instructor II curriculum, Instructor Candidate performance requirements, or the guidelines used to conduct the certification program should be forwarded to each VDFP Division Chief or the Instructor Certification Program’s Manager. Consult the VDFP’s Instructor Manual (Current Edition) for names, addresses, and contact numbers for division offices.



Virginia Department of Fire Programs

INSTRUCTOR II 7th EDITION

COURSE ADMINISTRATIVE GUIDELINES

The Instructor Review Committee has reviewed the Guidelines for the Instructor I Certification program identified in the previous pages. All undersigned have agreed to its presentation.

Committee Acceptance:

_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date

VDFP Representatives:

_____ Executive Director Printed Name	_____ Signature	_____ Date
_____ Branch Chief of Operations Printed Name	_____ Signature	_____ Date
_____ Curriculum Development Printed Name	_____ Signature	_____ Date